


**Communications Committee Meeting
Virginia Office of EMS
1041 Technology Park Drive
Glen Allen, VA
August 12, 2011
9:00 a.m.**

Members Present: Pokey Harris, Richard Rubino, Connie Purvis, Mike Crockett, Gary Critzer, Dorothy Spears-Dean

OEMS Staff: Ken Crumpler, Wanda Street, Amanda Davis, Jim Nogle

Guests:

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Call to Order:	The committee Chair, Mrs. Pokey Harris, called the meeting to order at 9:06 a.m.	
Approval of the minutes dated June 29, 2011:	A motion was made to approve the minutes as submitted. The motion was moved by Gary Critzer and seconded by Connie Purvis.	The minutes were approved with no further discussion.
Committee Chair Report (Mrs. Pokey Harris):	<p>a. Discussion of EMD White Paper information Pokey stated that this is a living document and wants Dr. Lindbeck to review it. The third page shows the needed verbiage and who is responsible for providing it:</p>  <p>Medical Direction and Emergency Medical Di</p> <p>Ken – Accreditation verbiage Dorothy – PSAP grant funding verbiage – Dorothy sent this back. She will re-send it directly to Pokey. Connie – will contact Randy Krantz- Connie stated that she wants to take the final document to Randy. She would also like to have an electronic copy as well. Connie will also work on graphics. Mike – APCO support verbiage – Mike will send the electronic version to Steve and call him about it. Hershel – NENA support verbiage</p> <p>Richard will review the document and send Pokey his corrections/changes. He will include a revision number at the bottom of the page along with the date of the revision.</p> <p>Pokey wants it to be a document format. However; pamphlets, fliers, etc. can be made in different formats. Ken will get with Beth and Marian about creating an OEMS EMD logo.</p> <p>The committee also discussed updating the EMD map that was created in October 2009. There have been some accredited sites added since then. Dorothy will contact Stephanie to assist with the update.</p>	

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OEMS Communications Coordinators Report (Ken Crumpler):	<p>a. Report on OEMS Narrowbanding Ken attended the SIEC meeting on July 27 to discuss narrowbanding and other communications topics.</p> <p>Richard and Ken were going to teach the narrowbanding class that they taught last year at symposium; however, due to an administrative oversight, the narrowbanding class was not included in the catalog this year. A meeting was held with Gary Brown and Jim Nogle to discuss this. One option to get the word out was – a one-page white paper that will be distributed in each symposium participant bag/packet. It will also be included in the registration packet at the VAVRS Conference. The information will include most of what is on the OEMS website about FCC Narrowbanding. Richard would also like to include waiver information and potential enforcement action. He also wants to put it on OEMS letterhead.</p> <p>b. PSAP Accreditation Update Newport News' accreditation was approved back in November and their presentation could not be scheduled until July 11. It was very well received and they are very excited. They had some management changes and are once again very involved with APCO/NENA.</p> <p>Reaccreditation site visits were made at Culpeper and Prince William. They both are doing an excellent job keeping up with their records and their training including QA/QI. Ken also did a reaccreditation follow-up with Amherst County. They are doing a great job in their day to day protocols, but are having some issues with their QA/QI documentation. They have put some of the practices in place that we discussed during the visit and are making improvements.</p> <p>There are no pending applications at this time.</p> <p>c. 2nd Annual Metro Richmond Regional Fire School Ken distributed copies of the program listing the classes that are being offered. The class that he pointed out was the All Hazards Type III Communications Unit Leader – COML class. This class is held from October 6 through October 9. He plans to attend this class. The last date to register for any of the classes is September 2, 2011.</p> <p>d. Symposium Sponsorship Sponsorship is still being sought for the Crisis Negotiations for Telecommunicators class (an APCO class) at symposium. Ken has reached out to several places for help.</p> <p>e. Communications Directory Next week, Ken will start working on updating the communications directory. Some of the information needs to be updated. A questionnaire will be sent through the APCO/NENA list serve. Ken asked the committee if the directory should include information about pre-arrival instructions and EMD protocols if the jurisdiction offers this. Pokey asked Dorothy Spears-Dean about the data. Dorothy stated that this information has been captured with the baseline surveys. She will get the information to Ken. It is in a database and is available. Pokey feels</p>	<p>Richard & Ken will work on one-page document for symposium participant packet and VAVRS Conf. registration packet.</p>

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	<p>that this is a very important data element.</p> <p>f. Dan Garrison – Communications Director of the Richmond Ambulance Authority Dan has been appointed to the E-911 Board. Ken is excited about this because Dan is a dedicated EMS person. He and Dan met earlier this week. The Richmond Ambulance Authority is the secondary PSAP for the City of Richmond.</p>	
Unfinished Business:	<p>a. Committee Membership The guidance document that defines the committee memberships for all the Advisory Board committees was approved by the executive committee. This committee membership was increased from 10 members to 12. A letter will need to be presented to the Board in November explaining the reason for the increase.</p> <p>b. Changes to OEMS PSAP Reccreditation Requirements Ken feels that a few places were having issues with QA/QI. He felt that the following should be added to the PSAP reccreditation requirements:</p> <div data-bbox="478 659 541 721" data-label="Image"> </div> <p>Proposed language for NEW Quality Impr</p> <p>Ken welcomes any suggestions and/or to this language. Pokey suggested that Ken continue to work on the language and send it out by email for suggestions and changes. If you respond to the email, send it back to Ken or Pokey only.</p>	
New Business:	<p>a. OEMS Staff – Division Report Jim Nogle reported that training on CHEMPAK resurfaced to include dispatchers, EMS providers, doctors, etc. It may be a one page document or a PowerPoint presentation that is put on TRAINVirginia that is designed specifically for dispatchers. If anyone has any suggestions, please email them to Karen Owens at karen.owens@vdh.virginia.gov. Everyone needs a general idea of what CHEMPAK is and what it is used for. Karen has specific info for the EMS Providers, not for dispatch. CHEMPAK is an antidote/injection for nerve agents and dirty bombs. The providers take it first and then disperse it to others.</p> <p>Connie said there needs to be a unified algorithm that identifies; how, who has authority to activate, where they are located, etc. There needs to be standardization. There also needs to be an educational element of what CHEMPAK is.</p> <p>Pokey asked Connie to work with Karen on this.</p> <p>b. Review of FCC Narrowbanding Public Notice Reminder Gary Critzer asked about adding D-Block language to the one-page document. The committee discussed the pros and cons of adding that language. This is fine to include in a letter to jurisdictions and county administrators; but not on a one-page alert to providers.</p>	

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	<p>Gary also suggested partnering with Dept. of Fire Programs, APCO/NENA, Sheriff's Association, Chiefs of Police, etc. so that there is a cohesive message and everyone is saying the same thing. Dorothy stated that the committee should first look at what the Governor's office and Chris McIntosh is doing. Gary also wants to get VML and VACO in on getting this message out.</p> <p>Pokey wants to do a simple, basic alert, one-page narrowbanding document for registration purposes. Put on bright pink or orange paper and a graphic. They should be given out at COMMS classes and leadership classes also.</p> <p>c. Interoperability Portable Radios FARC met yesterday and they are seeing more requests for communications equipment. DHS grant was submitted again for the interoperability portable radios for each Designated Emergency Response Agency (DERA) vehicle. The DHS grant funding was cut by about 50% and the likelihood of this being funded is grim. Should the grant language be amended for portable radios to be used every day for narrowband compliancy?</p> <p>A motion was made to allow Amanda to move forward with amending the grant to comply with the narrowband mandate. The motion was moved by Connie and seconded by Gary. Everyone in favor and no one opposed. Motion passed.</p>	
Open Discussion:	None.	
Public Comment:	None.	
Adjournment:	The meeting adjourned at approximately a.m. The next meeting is November 10 at 11 a.m. at the symposium in Norfolk. Everyone will be notified of the location.	